

Statewide Human Resources (HR) Dashboards Help Guide and Glossary

Developed by
The South Carolina Department of Administration's
Division of State Human Resources

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Disclaimer

The HR Dashboards are developed using the information entered by individual agencies into the South Carolina Enterprise Information System (SCEIS).

Disclaimer: The South Carolina Department of Administration (Admin) maintains access to the Inside SC Dashboards on behalf of the state of South Carolina. Admin, however, is not responsible for the content displayed on any dashboard herein, except for Admin-owned data provided for certain dashboards. Agencies submit information and statistics reflected in the dashboards. Questions about specific data points should be directed to the agency that submitted the respective information or statistics. Each agency is responsible for the accuracy and timely updating of its associated information and statistics displayed on the Inside SC Dashboards.

Due to the limitations of the Human Resources Information System (HRIS), the state's legacy personnel information system, the following organizations are excluded from these dashboards: The Citadel, Clemson University, College of Charleston, Coastal Carolina University, Francis Marion University, Lander University, South Carolina State University, University of South Carolina, Winthrop University, Medical University of South Carolina, and the Technical College System.

Certain agencies are exempt from oversight by the Division of State Human Resources (DSHR) and their information is not included. Agencies not included in this data are Administrative Law Court, Education Oversight Committee, Legislative Audit Council, Legislative Council, Legislative Printing, Information and Technology Services, Lottery Commission, Medical University Hospital Authority, Santee Cooper, S.C. Commission on Prosecution Coordination, SC House Staff, SC Jobs – Economic Development Authority, SC Judicial Department, SC Research Authority, SC Senate Staff, SC State Ports Authority, and Office of Regulatory Staff.

The HR Dashboards are updated on the first Monday of each month or the following business day if the Monday falls on a holiday. The dashboards show data for employees occupying classified and unclassified Full-Time Equivalent (FTE) positions statewide as of the last day of the previous month unless noted otherwise.

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General Questions

Q: What is an interactive dashboard?

A: You can hover over or click on elements of each dashboard report, chart or visual to see details about the information presented. You can filter most of the dashboard reports to see data for a single month or multiple months.

Q: How often are the dashboards updated?

A: The dashboards are automatically updated on the first Monday of each month or the following business day if the first Monday falls on a holiday. The dashboards show data entered in SCEIS as of the last day of the previous month.

Q: What information is used to update the dashboards?

A: Each state agency is responsible for entering personnel and payroll data in SCEIS. The data presented in the dashboards reflect data entered in SCEIS by state agencies as of the day and time the dashboards are automatically updated.

Q: What is SCEIS?

A: The South Carolina Enterprise Information System (SCEIS) is the central system used by state agencies to process, record and manage finance, procurement and human resources/payroll activities.

Q: Who can I contact if I have questions about the data presented for a specific state agency?

A: Questions about the information presented may be directed to DSHR (803-896-5300). DSHR may direct questions to the appropriate agency for answering.

Q: Where can I find a listing of all state agencies?

A: <https://sc.gov/Agency-Listing>

Q: Who updates the dashboards?

A: DSHR is responsible for updating the dashboards.

Workforce – County, Gender and Ethnic Origin

Number of Employees by County

Q: What does this map show?

A: This map shows the total number of staff employed by regulatory state agencies for the month and year selected from the box at the top of the screen. The number of employees is not the same as the number of positions. Employees occupy a position.

Q: How can I interact with this map?

A: Click on or hover over a county to make the tooltip (pop-up box) appear. The tooltip shows the breakdown of the total number of employees, by employee group.

Q: What are employee groups?

A: For definitions of the different employee groups, see [Glossary](#).

Q: How was the total number of employees calculated?

A: The sum of employees on the last day of the month selected from the dropdown box at the top of the screen.

Gender and Ethnic Origin

Q: What does this report show?

A: This chart shows the total percent of FTE employees statewide (in all regulatory state agencies) by gender and ethnic origin for the month selected from the box at the top of the screen. Employees self-identify gender and ethnic origin.

Q: How can I interact with this chart?

A: Click on or hover over a person icon to make a tooltip (pop-up box) appear. The tooltip shows the percent male, female or unknown genders in each ethnic group.

Q: What is an FTE?

A: For the definition of Full-Time Equivalent (FTE), see [Glossary](#).

Q: Who defined gender and ethnic origin categories shown?

A: The categories shown in the chart are defined by the U.S. Census Bureau.

Workforce – Job Categories

Statewide Employment Levels by Job Category

Q: What does this graph show?

A: This graph shows different job categories in state government and the total percent of employees statewide who occupy the FTE positions in the job classifications that make up the job categories, for the month and year selected from the box at the top of the screen.

Q: How can I interact with this chart?

A: Click on or hover over any bar on the graph to make a tooltip (pop-up box) appear. The tooltip shows the top-10 occupied classifications within each job category, along with the average salary for each classification.

Q: What is an FTE?

A: For the definition of Full-Time Equivalent (FTE), see [Glossary](#).

Q: Who defined the job categories?

A: The job categories are defined by the Division of State Human Resources (DSHR).

Q: How is the total percent of employees calculated?

A: The sum of employees occupying each job category, divided by the sum of all employees in all job categories.

Q: Where can I see a list of all job classifications in state government?

A: Click here to access the state job classifications: https://admin.sc.gov/ohr_classes_list.

Q: Where can I see a list of all unclassified job titles in state government?

A: Click here to see unclassified state titles:
https://www.admin.sc.gov/sites/default/files/state_hr/SC%20Unclassified%20Titles%20with%20Federal%20Categories.pdf.

Q: How is “Rank by Number of Employees” calculated (as seen in the tooltip)?

A: The sum of employees occupying each job classification is assigned a rank from most employees to least employees. A rank of “1” indicates the highest sum of employees.

Although each job category contains many job classifications, the tooltip only shows the ten with the greatest number of employees.

All job classifications are factored into the calculation of the total percent of employees statewide.

Q: How are the “Average Salaries” calculated (as seen in the tooltip)?

A: The sum of the base annual salaries of all employees in the job classification indicated, divided by the total number of employees occupying that job classification.

Average Age and Years of State Service by Job Category

Q: What does this chart show?

A: This chart shows the average age and years of state service of employees who occupy FTE positions in each job category indicated for the month and year selected from the box at the top of the screen.

Q: How can I interact with this graph?

A: Click on or hover over the values in the chart to make a tooltip (pop-up box) appear.

Q: What is an FTE?

A: For the definition of Full-Time Equivalent (FTE), see [Glossary](#).

A: Who defined the job categories?

Q: The job categories are defined by the Division of State Human Resources (DSHR).

Q: What is state service?

A: For the definition of state service, see [Glossary](#).

Q: How is the average age calculated?

A: The sum of ages of all employees who occupy positions in the job category indicated, divided by the total number of employees in the job category indicated.

Q: How are average years of state service calculated?

A: The sum of years of state service of all employees occupying positions in the applicable job classification, divided by the total number of employees occupying positions in the job classification indicated.

Workforce – Service Years and Education Levels

Number of Employees by Total Years of State Service

Q: What does this graph show?

A: This graph shows the total number of employees who occupy FTE positions by the total number of years of state service for the month and year selected from the box at the top of the screen.

Q: How can I interact with this graph?

A: Click on or hover over the bar to make a tooltip (pop-up box) appear. The tooltip shows the month and year, the applicable range of years of state service and, the total number of employees.

Q: What is state service?

A: For the definition of state service, see [Glossary](#).

Q: How are the total years of state service calculated?

A: The sum of years of state service of all FTE employees.

Education Levels Statewide

Q: What does this chart show?

A: This chart shows the highest known education levels attained by employees in FTE positions for the month and year selected from the box at the top of the screen.

Q: How can I interact with this chart?

A: Click on or hover over a box on the chart to make a tooltip (pop-up box) appear. The tooltip shows the education level and the percent of FTE employees who have attained the education level indicated as their highest level of education.

Q: What do the percentages mean?

A: The percentages represent the total percentage of employees who have attained the education level indicated.

Q: How are the percentages calculated?

A: The total number of FTE employees who have attained the education level indicated as their highest level of education, divided by the total number of FTE employees.

Q: What does “Not assigned” mean?

A: Not assigned indicates one or more employees whose highest known education level has not been indicated in SCEIS.

Compensation – Pay Bands and Average Salaries

Total Number of Employees by Pay Band

Q: What does this graph show?

A: This graph shows the total number of employees who occupy positions in each pay band for the month and year indicated at the top of the screen.

Q: How can I interact with this graph?

A: Select a year from the box at the top of the screen. Next, hover over any of the color bars in the graph to make a tooltip (pop-up box) appear. The tooltip shows the total number of employees for the applicable pay band and month.

Q: What is a pay band?

A: For a definition of pay band, see [Glossary](#).

Average Salaries of Classified State Titles

Q: What does this chart show?

A: This chart shows the average salaries of employees in different job class titles for each month and year indicated at the top of the screen.

Q: How can I interact with this chart?

A: Select a month and year from the box at the top of the screen. Next, select a job classification group from the box above the chart.

Click on or hover over an average salary to make a tooltip (pop-up box) appear. The tooltip shows the job class title, month/year, and the average salary for the classification.

Q: What is a classified state title?

A: For a definition of classified state title, see [Glossary](#).

Q: Where can I find more information on the state job classifications and associated pay bands?

A: More information may be found here: https://www.admin.sc.gov/ohr_classes_list.

Q: What is the job title labeled as “#”?

A: The “#” indicates one or more employees without an assigned job title in SCEIS. *State agencies are strongly encouraged to review and correct inaccuracies.*

Q: How is the average salary calculated?

A: The sum of the base annual salaries of all employees in the job title indicated, divided by the sum of employees occupying that job title.

Recruitment and Retention – Vacancies, Hires and Separations

Vacant Positions

Q: What does this graph show?

A: This graph shows the actual number of vacant positions statewide for each month and year indicated in the graph.

Q: How can I interact with the graph?

A: Hover over or click on any point of the line to make a tooltip (pop-up box) appear. The tooltip shows the number of actual vacant positions and the applicable month/year.

Q: How is the actual number of vacant positions calculated?

A: The sum of all unfilled FTE positions statewide for the applicable month.

Q: What is an FTE?

A: For definitions of the different employee groups, see [Glossary](#).

Hires and Separations

Q: What does this graph show?

A: This graph shows the total number of FTE hires and separations statewide for the months indicated in the graph.

Q: How can I interact with the graph?

A: Hover over or click on any point of either line to make a tooltip (pop-up box) appear. The tooltip for the orange line shows the total number of separations from state government for the applicable month. The tooltip for the blue line shows the total number of hires and rehires for the applicable month.

Q: How is the total number of hires calculated?

A: The sum of employees rehired and newly hired into FTE positions statewide during the applicable month.

Q: What is a rehire and what is a new hire?

A: For definitions, see the [Glossary](#).

Q: How is the total number of separations calculated?

A: The sum of FTE employees who voluntarily or involuntarily separated from state government during the applicable month.

This graph does not include employees who moved from one state agency to another or employees who underwent an appointment change (movement between FTE, temporary grant, time-limited or state temporary positions; reclassification; reassignment; promotion; or demotion).

Recruitment and Retention – Age, New Hire Salaries and Pay Increases

Average Age and Salary of New Hires Statewide

Q: What does this graph show?

A: This graph shows the average age and average salaries of all employees newly hired into FTE positions with the state. The top bars represents the average age and the line represents average annual salary.

This graph does not represent employees who moved from one state agency to another or employees who underwent an appointment change (movement between FTE, temporary grant, time-limited or state temporary positions; reclassification; reassignment; promotion; demotion).

Q: How can I interact with this graph?

A: Hover over or click on a blue bar or a point on the orange line to make a tooltip (pop-up box) appear. The tooltips show the applicable month/year, the average age of new hires and the average salary for new hires for that month.

Pay Increases Statewide

Q: What does this table show?

A: This table shows the total number of different types of pay increase actions effected and the average percentage that salaries increased for each increase reason during the applicable month. This table represents increases given to employees in FTE positions statewide.

Q: How can I interact with the table?

A: Select a month/year from the dropdown box at the top of the screen. Hover over or click on an increase amount or number of actions to make a tooltip (pop-up box) appear. The tooltip shows the increase type, applicable month/year, the total number of pay increases given, and the average increase amount as a percentage.

Q: How is the total number of increases calculated?

A: The sum of increases given during the month and year indicated.

Q: How is the average increase amount calculated?

A: The sum of all applicable employees' new salary amount minus the sum of all applicable employees' current salary amount, divided by the total number of increases.

Source Reports

The following SCEIS Business Objects (BOBJ) reports are used to generate the HR Dashboards.

Dashboard Section Name	Dashboard Name	SCEIS BOBJ Report Name
Workforce	Number of Employees by County	RH039A – Workforce Planning Data
Workforce	Gender and Ethnic Origin	RH039A – Workforce Planning Data
Workforce	Statewide Employment Levels by Category	RH039A – Workforce Planning Data RH022.2 – Class and Comp Report – Salary by Agency (SPECIAL)
Workforce	Education Levels Statewide	RH039A – Workforce Planning Data
Workforce	Average Age and Years of State Service	RH039A – Workforce Planning Data
Workforce	Number of Employees by Total Years of State Service	RH039A – Workforce Planning Data
Compensation	Total and Average Number of Employees by Band	RH022.2 – Class and Comp Report – Salary by Agency (SPECIAL)
Compensation	Average Salaries of Classified State Titles	RH022.2 – Class and Comp Report – Salary by Agency (SPECIAL)
Recruitment and Retention	Vacant Positions	RH010.1A – FTE Totals by State, Federal, Other
Recruitment and Retention	Hires and Separations	RH074 – Employee History Report RH081 Detailed Separation Report
Recruitment and Retention	Average Age and Salary of New Hires Statewide	RH074 – Employee History Report
Recruitment and Retention	In-Band Pay Increases Statewide	RH074 – Employee History Report

Glossary

Add Job Duty/Resp (Additional Job Duty/Responsibility Increase) – an in-band pay increase that may be granted when an employee is assigned additional job duties or broader responsibilities.

Add Skills/Know (Additional Skills/Knowledge Increase) – an in-band increase that may be granted when an employee gains additional skills or knowledge directly related to the job.

Agency (State Agency) – a department, institution of higher learning*, board, commission or school that is a governmental unit of the State of South Carolina. Special purpose districts, political subdivisions, and other units of local government are excluded from this definition.

**Institutions of higher learning are not represented in the HR Dashboards.*

Annual Salary (Base Pay) – the rate of pay approved for an employee in their position exclusive of any additional pay, such as supplements, bonuses, longevity pay, temporary salary adjustments, shift differential pay, on-call pay, call back pay, special assignment pay, or market or geographic differential pay.

Classified State Title (Class, Class Title, Job Class Title) – the name assigned to a class by the Division of State Human Resources.

Classified Position – an Full-Time Equivalent (FTE) position that has been assigned a class.

Employee – any person in the service of an agency who receives compensation from the agency and where the agency has the right to control and direct the employee in how the work is performed.

Employee Group – indicates a type of position: Agency Head, Classified Full-Time Equivalent (FTE) Employee, Unclassified Full-Time Equivalent (FTE) Employee, Temporary Grant (TGE) Employee, Temporary Employee (Temp), Time-Limited Project Employee (TLP), Non-Regulatory Employee.

FTE – Lateral Transfer (Transfer) – the movement of an employee from one position in a state agency to another position in a different state agency having the same state salary range. An in-band increase may be granted when an employee undergoes a lateral transfer.

FTE – Promotion (Promotion) – the movement of an employee from one position to a different position having a higher state salary range or for positions without a state salary range, having a higher rate of pay. An upward band pay increase may be granted when an employee undergoes a promotion.

Full-Time Equivalent (FTE) Position – a position that is authorized by the General Assembly and is not a contract, temporary, Temporary-Grant or Time-Limited Project position. FTE positions may be classified or unclassified.

In-Band Pay Increase – a salary increase which is awarded within the pay band assigned to the employee's class.

New Hire – the employment of a person newly hired into state government.

Non-Regulatory Position – a position not subject to the position classification plan.

Pay Band – for classified positions, the dollar amount between the minimum and maximum rates of pay to which a class is assigned by DSHR. View the classified pay bands here: https://www.admin.sc.gov/dshr/pay_bands.

Performance Increase – an in-band salary increase that may be granted in accordance with [section 8-1-160 of the South Carolina Code of Laws](#).

Reassignment – the movement within an agency of an employee from one position to another position having the same state salary range, or the movement of a position within an agency which does not require reclassification.

Reclassification Lateral – for classified positions, the assignment of a position in one class to another class in the same pay band. An in-band pay increase may be granted when an employee undergoes a lateral reclassification.

Reclassification Upward – for classified positions, the assignment of a position in one class to another class in a higher pay band. An upward band pay increase may be granted when an employee undergoes an upward reclassification.

Rehire – the hire of an employee after a break in service from state government.

Retention – an in-band pay increase that may be granted when an employee has a bona fide job offer from another employer, either within or outside of state government and the employing agency wishes to retain the services of the employee in their current position.

Separation – an action initiated by either the agency (involuntary) or employee (voluntary) which ends the employment relationship.

State Service – the total employment defined in years, months, and days in which an employee has occupied an FTE position, including part-time service.

Statewide – all state agencies represented in the HR Dashboards.

Temporary Employee (Temp) - a full-time or part-time employee who occupies a non-FTE position created for a period not to exceed one year.

Temporary Grant (TGE) Employee – a full-time or part-time employee who does not occupy an FTE position and is hired to fill a position specified in and funded by a federal grant, public charity grant, private foundation grant, or research grant and who is not a covered employee.

Time-Limited Project Employee (TLP) – a full-time or part-time employee who does not occupy an FTE position who is hired to fill a position with time-limited project funding approved or authorized by the appropriate state authority, and who is not a covered employee.

Unclassified Position – an FTE position that has been assigned to an unclassified state title

Useful Links and Resources

South Carolina Division of State Human Resources: <https://www.admin.sc.gov/dshr>

Classification and Compensation:

https://www.admin.sc.gov/dshr/classification_and_compensation

South Carolina Enterprise Information System (SCEIS): <http://www.sceis.sc.gov/>

Official Website of the State of South Carolina: <https://sc.gov/>

South Carolina Code of Laws, Title 8 – Public Officers and Employees:

<https://www.scstatehouse.gov/code/title8.php>